

Hitotsubashi University Residences Application Guideline for Autumn 2018

Please read the guideline thoroughly.

1. Accommodations : Residence Halls (Kodaira, Kunitachi, Chuwa-ryo) *Cannot choose
Please check the International Affairs Office's website for details.

2. Offering Room:
 - Single Rooms *cannot choose the room types (Shared or Private)
 - Couple/Family Rooms *cannot apply both Single and Couple/Family

3. Eligibility : Only international students (including prospective students) whose visa status is "Student".
 - *Applications are accepted if you are applying for the entrance examination at Hitotsubashi University.
 - *Applications will not be accepted if you have unpaid rent or other expenses at present.
 - *If you are applying for family/couple rooms, you must live with family members listed in your application

4. Occupancy Period: One academic year (by Friday, August 16, 2019)
 - *You are only allowed to apply within the standard study terms/years.
 - *If you are going to be 4th year of the doctoral program, 3rd grade of Master's program, or repeat a year of undergraduate, please contact us before application deadline.

5. Application Process :

[New applicants]

(1) Online Registration <http://international.hit-u.ac.jp/en/curr/accom/apply.html>

* If you do not have Student ID No or Examinee's No, input the number "1".

(2) Submit the required documents via online registration page.

Required Documents :

- Single room applicants ; A,B
- Couple/Family room applicants ; A,B,C,D
 - (A) Room Assignment Questionnaire (Please download from our website)
 - (B) Photocopy of Residence Card (both sides)
 - *Applicants living outside of Japan should submit a photocopy of passport (vital page)
 - (C) Certificate of Residence issued by City Hall or Proof of household member
 - (D) Photocopies of Residence Card for each family member (both sides)

[Present Residents]

(1) Online Registration

<http://international.hit-u.ac.jp/en/curr/accom/apply.html>

(2) Upload the required documents

- (A) Online questionnaire (※Do not fill this form out. Submit with blanks)
- (B) A copy of your residence card (both sides of the card)

※Note: We have records of your (A) online questionnaire, however, in order to complete your online application,

the form (A) must be submitted. Thus, please leave all the fields BLANK and submit the form (A). Please note that even if you fill any of the fields, they will not be taken into account.

(3) Submit the required document to the International Affairs Office by hand.

Required Document :

“Application Form for university Residence (Extension of stay)”

6. Application Period : **By Monday, July 9th, 2018 10:00a.m.**

*We will send you the lottery reception number by email in a week.

If by any chance the email does not reach you, please contact us before July 10th, 2018. .

7. Selection Method : **【Lottery】 Selection Date: Friday, July 13th, 2018**

* If wish, you can observe the lottery. For more information, please contact the office of International Affairs.

8. Selection Result : **Tuesday, July 17th, 2018 14:00p.m.**

*posted on our website and a bulletin board at the lounge on the 1st floor of LS/CGE Building.

9. Move-in Date : **[New applicants]**

Wednesday, September 5th, 2018 (9:00~17:00)

*If you are unable to move in on this date, please contact us in advance.

[Present Residents]

Occupancy period will be extended, however there are possibilities for some students to change their rooms. We will contact them directly.

10. Selection Criteria :

- Single and couple/family rooms: All the selections will be determined by lottery.
- The following students will be given priority in selection ;
 - Newly arrived MEXT Students, Interchange Association Japan (Taiwan) Students, and MEXT Research Students,
 - Foreign government sponsored students and scholarship recipients from int'l organization (*required the approval of the Ministry)
 - Exchange Students
- Family rooms: All the selections will be determined by lottery.
- RAs and CAs are guaranteed a room without selection.
- Those who have never lived in Residence Halls (Kodaira, Kunitachi, Chuwa-ryo) will be given priority in selection
- Those who have never failed to pay the residence fee and other expenses before will be given priority in selection.

11. Important Notes:

[Note 1] Hitotsubashi University reserves the right to request the followings to terminate the residential agreement when:

- 1) The resident does not move in by the specified move-in date.
- 2) The resident has failed to pay the residence fee and/or other expenses within one month after

he/she receives a notice.

- 3) The resident is no longer enrolled as a student of Hitotsubashi University, or the resident takes a leave of absence, or repeats a year.
- 4) The resident's visa status changes to a status other than "Student."
(Please consult with international Affairs Office in such a case)
- 5) The resident is recognized not suitable for the residences due to health or sanitation issues.
- 6) The resident disturbs the order of the residences or corrupts public morals.
- 7) The resident provides false information upon applying for the residence.
- 8) The resident seriously hampers the management/administration of the University residences.
- 9) The resident is allowed to live in "Residence Hall Keimeikan" in that same period.
- 10) The resident does not sign up for a fire insurance with adequate requirements and fails to submit a certificate of insurance within one month after the moving date (details will be sent separately).

[Note 2] About Multiple Chemical Sensitivity Syndromes (MCS):

If you have MCS (Multiple Chemical Sensitivity) syndrome, please inform and consult before applying for the Hitotsubashi University residences. ([URL:http://www.mcsrr.org/factsheets/](http://www.mcsrr.org/factsheets/))

[Note 3] It is possible that fees related residence halls may change depending on the revision of rent levels and changes in utility as well as other costs. In case there will be some renovation work for buildings, it is possible to change the rooms and all fees are subject to change.

12. Contact

For further inquiries, please contact the International Affairs Office of Hitotsubashi University.
International Affairs Office, Hitotsubashi University (Office opens: 8:30-17:15 weekday only)
LS/CGE Building, East campus, 2-1 Naka, Kunitachi-shi, Tokyo 186-8601
TEL: 042-580-8164, E-mail : int-dorm1284@dm.hit-u.ac.jp

Website of the International Affairs Office (Accommodations)

【JAPANESE】 <http://international.hit-u.ac.jp/jp/curr/accom/index.html>

【ENGLISH】 <http://international.hit-u.ac.jp/en/curr/accom/index.html>